

WILMINGTON

PRESCHOOL

PROGRAM



**Located at the Boutwell Early Childhood Center
17 Boutwell Street
And the Wildwood Early Childhood Center
182 Wildwood Street**

PARENT INFORMATION

ENROLLMENT

Children must be at least 3 years of age by August 31st of the current year and be a resident of Wilmington to be eligible for preschool. Proof of residency, original birth certificate and completed medical forms, along with a record of immunizations, from your doctor, are required. Tuition-based preschool slots are assigned through a lottery process. You will be notified of your child's assignment or spot on the waiting list in writing after the lottery is completed. Once a slot is given, your child is guaranteed the same assignment for the following year and does not need to participate in the lottery for the following year. For example, if your child is given a half day AM slot for the 2018-2019 school year, the same slot would be guaranteed for the 2019-2020 school year provided that your child is still age eligible for preschool.

SCHEDULE

Both Early Childhood Centers offer AM or PM half day integrated preschool and full day preschool. All programs run Monday through Thursday.

STAFF

All classrooms are staffed with a classroom teacher and at least one educational assistant.

TUITION

Half Day Program \$2800. 00 per year or \$280.00 paid in 10 equal installments September through and including June.

Full Day Program \$6000 per year or \$600 paid in 10 equal installments September through and including June.

Vacations, holidays and the short month of June are factored into the overall tuition charge. Each monthly payment is due by the first of each month. **A late fee of \$20.00 will be charged if tuition is paid after the fifth of the month.**

Checks should be made payable to Wilmington Preschool and dropped into the tuition boxes at the office each month.

WITHDRAWAL

A one month written notice is required for withdrawal. If a 30 day notice is not received, you may be responsible for the month's tuition if we are unable to fill the vacant slot immediately upon notification.

DROP OFF AND PICK UP

When dropping off and picking up, please park in designated spots. Please also be mindful of mini-vans and buses dropping off students. It is unlawful to pass a bus when lights are flashing.

It is important to pick your child up on time. If a child is picked up past the scheduled time, a late fee of \$10.00 for every ten minutes you are late will be assessed.

STUDENT RELEASE/COMMUNICATION

Students may be picked up by parents/guardians only unless we have written communication indicating otherwise. Please send in a written note with child's name, teacher, date and pick up information clearly stated. That specified person will be required to show picture identification at the time of pick-up. **Do not ask your child to tell us and please do not send important information via e-mail.** Computers are sometimes off-line or may not be checked by staff prior to the information being needed. Also, teachers are not called out of classrooms during class time. If you need to speak with a staff member, please leave a message with the secretary or on the answering machine and your call will be returned as soon as possible.

SNACKS

Please send in a small, peanut-free nutritious snack and drink each day. Keep in mind that no food containing nuts of any kind will be allowed in the classroom. If you buy snacks in bulk, please attach a copy of the food label with ingredients. Home-made baked items are not permitted in the classroom due to potential allergies.

LUNCH

Students participating in full day preschool may bring lunch from home or purchase a lunch from our cafeteria. Milk is also available for purchase.

ILLNESS

We ask if your child has any signs of illness that your child is kept home. It is a risk to your child's health and to the health of other's. **Please keep in mind that if your child is sent home from school with a fever, vomiting, diarrhea, etc. he/she will not be allowed back in school the next day.** They must be symptom free for 24 hours. Please call the school and let us know if your child is absent. You will be contacted by phone if your child needs to go home, however, we will need a local contact person to come and pick them up.

TOYS

We ask that your child not bring in toys from home. Children are upset when they become lost or broken. We will have special times when your child may be asked to bring in a toy.

BIRTHDAYS

We have non-food celebrations for birthdays at the Early Childhood Centers. Students are welcome to bring in non-food items to distribute to classmates such as stickers or other items. This is voluntary. Please contact your child's teacher in advance for suggestions.

PARENT PARTICIPATION

Parents are always welcome. Please check with the preschool teachers as to the best times to visit. Parent volunteers and chaperones must have a current approved CORI check on file with the school system. Please keep in mind that you will need to obtain a visitor's pass at the office before going down to your child's classroom.

We go on field trips and at times ask that parents provide transportation and/or chaperone. We can only allow chaperones to participate if they are willing to monitor several students along with their own child. Siblings are usually not invited for safety/liability reasons. Children are expected to follow the rules of the class when participating in a field trip.

Parent-teacher conferences will not be held during class time. Conferences are held twice a year. Preschool report cards are also distributed twice per year.

We also plan several parent and family programs for the school year when other family members and siblings are welcome.

CLOTHING

Please dress your child for comfort and play. Remember, this is preschool and they do get messy. Please don't have them wear anything that you don't want them to get dirty. Sneakers or shoes with a rubber sole are a must.

Please send your child with a backpack each day. It makes it much easier for them to carry their "treasures" in.

An extra set of clothing is needed in case they get wet. Please send in slacks, shirt, socks, and underwear. When clothes are used be sure to wash them and send them back the next day.

The children play outside year round. Please send your child dressed for active, outside participation. Send in a hat, mittens, sweater or sweatshirt to leave at school.

We encourage the children to dress themselves. Please encourage this at home as well. PLEASE LABEL ALL BELONGINGS!!!

NO SCHOOL/DELAYED OPENINGS

In the event of a storm and school is canceled or delayed, you will receive a Connect5 phone call. This phone call is made early in the morning by our Superintendent. You can also look for notification on the local television stations.

In the event of a delayed opening, AM preschool only is canceled. The PM session will continue as scheduled.

In the event of an early release due to a storm or other emergency, PM preschool will be canceled. Parents and/or their designee will be contacted by telephone and asked to pick up students.

MISCELLANEOUS

Please remember to update your child's Aspen account with any change of phone number or email address. Please notify the school directly in addition to changing your Aspen account if you have a change of address.

As always please feel free to visit the websites of each center at wpsk12.com or notify the centers directly.

Boutwell ECC
(978) 694-6070

Wildwood ECC
(978)694-6010

We are looking forward to a fun year with your children!